

Application for Venue/Room Hire

At Cassandra Centre

1433a London Road London SW16 4AW

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Cassandra Centre

HIRE DETAILS: Please confirm the following details

Company Name:			
Contact Name:			
Address:			
Telephone:			
Email:		Today's Date:	
Purpose of Hire:		Public Liability Insurance:	
Number of Guest:		Policy Expiry Date:	

Hire Period - Frequency of Hiring

One off	Weekly	Forthnightly	Monthly
Date of hire <i>1st Choice</i>	HOURS:	End date of hire	
Date of hire <i>2nd Choice</i>	HOURS:	End date of hire	

Meeting Space

1st floor	2nd floor
The White Room Max 20 1st Floor	The Blue Room Max 20 2nd Floor
The Yellow Room Max 14 1st Floor	The Grey Room Max 23 2nd Floor
The Balcony Room Max 10 1st Floor	The Lilac Room Max 20 2nd Floor
	Chill out room 2nd Floor
	Hot Desk Area 2nd Floor

Inclusive in our price:

- Full Access to Wi-Fi
- Tea and coffee, water and biscuits
- Use of the TV's for monitor purposes in all meeting rooms

Additional Cost

Laptop £60 <i>if yes how many</i>	Projector <i>if yes how many</i>
Flip Chart Stand <i>if yes how many</i>	Flip chart paper <i>if yes how many</i>
Lunch <i>if yes how many people</i>	Meat Vegetarian